RMIT
UNIVERSITY

Position Description – Industry Engagement Senior Coordinator

Position Details

Position Title: Engagement Senior Coordinator

Position Number:

College/Portfolio: STEM College

School/Group: STEM College Office

Campus Location: Based at the City but may be required to work and/or be based at other campuses of the University.

Classification: HEW 8

Employment Type: Continuing

Time Fraction: 1.0 (flexible working arrangement requests will be considered)

RMIT University

RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.
https://www.rmit.edu.au/about
https://www.universitiesaustralia.edu.au/university/rmit-university/
https://www.rmit.edu.au/about/facts-figures

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.
https://www.rmit.edu.au/about/our-locations-and-facilities

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

Why work at RMIT University

Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.
https://www.rmit.edu.au/careers

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.
https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings

STEM College

The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industry, as never before.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers,

supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing. The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. Under the leadership of DVC STEM College & Vice President, Digital Innovation, we have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community of achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.
www.rmit.edu.au/seh

STEM College Office Professional Staff

The STEM College Office Professional staff provide exceptional and efficient support to the College.

The Learning, Teaching and Quality teams support:
- Quality Enhancement
- Learning and Teaching support

The Professional shared services Group delivers service to all four School across five distinct functions:
- Student Lifecycle
- Planning & Operations
- Technical Services
- Program & Governance
- Business Development & Partnerships

Relevant digital solutions – such as Workday – are used by the five teams to streamline processes and drive operational efficiencies. The Group's end-to-end professional support ensures a consistent approach to the operational and strategic functioning of the College and adherence to University policies and procedures.

The STEM College Office professional staff are instrumental in providing students with a transformative and enriched learning experience, and in supporting our research and engagement administration activities. Centralised in the STEM College Office, at our City and Bundoora campuses, professional staff members have opportunities to cross-skill, engage in professional development and develop their own career paths.

Position Summary

The Engagement Senior Coordinator will provide high-level strategic support for the development and implementation of the BD and Partnership portfolio's industry engagement strategy. Working with the industry partners, academic staff, students and other members of the portfolio, this role will also drive the creation and retention of high-quality industry relationships.

RReporting Line

Reports to: Engagement Manager

Direct reports: 0

Organisational Accountabilities

RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.
RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

- Be accountable for your own actions and workload to positively influence team culture and consistently demonstrate RMIT's values.
- In collaboration with the Engagement Manager, work with industry partners, academics, students and other portfolio colleagues to implement the STEM WIL industry engagement strategy.
- Work with internal and external stakeholders, including industry partners, government and community groups to develop bespoke partnerships to deliver WIL at scale and facilitate other engagement activities.
- Identify and implement strategies to address operational issues impacting the partnership experience.
- Provide leadership to members of the Engagement team to deliver industry activities across the College.
- Support the Engagement team to develop and implement efficient processes for tracking and reporting activities to stakeholders across the College.
- Assist other teams across the portfolio and College as required within the scope of this classification.

Key Selection Criteria

1. Excellent communication, relationship building and negotiation skills with the ability to work collegiately with academic and professional staff, students, and external clients from diverse cultural backgrounds.
2. Demonstrated ability to support, motivate, develop and influence a team with on operational focus to deliver a high level of customer service in a client-focused environment.
3. Extensive experience in developing and enacting strategic business plans.
4. Demonstrated ability to manage the end-to-end delivery of product improvement initiatives.
5. Demonstrated ability to use initiative and meet deadlines in a demanding high-volume environment with excellent attention to detail and commitment to quality assurance.
6. High-level of proficiency in computer software packages with accuracy and attention to detail and the ability to learn new technical skills.

Qualifications

Relevant qualification and/or relevant industry experience.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

Endorsed:	Signature: Name: Title: Date:	Approved:	Signature: Name: Title: Date: